



DEPARTMENT OF THE TREASURY  
WASHINGTON, D.C. 20220

Procurement  
Instruction  
Memorandum  
No. 99-04  
Mar 10, 1999

**MEMORANDUM FOR BUREAU CHIEF PROCUREMENT OFFICERS**

**FROM:** Annelie M. Kuhn, *An Kuhn*  
Acting Director  
Office of Procurement

**SUBJECT:** Revised Instructions for Reporting Summary Contract Actions  
(\$25,000 or Less), and Revisions to the Treasury Procurement Data  
System (TPDS) Manual

This Procurement Instruction Memorandum (PIM) implements changes made by the Office of Federal Procurement Policy (OFPP) to the Federal Procurement Data System (FPDS) reporting requirements to Section 4201 of the Federal Acquisition Streamlining Act (FASA) of 1994.

The changes to the FPDS reporting forms, instructions, and edit specifications are required in order for contract actions awarded pursuant to FAR 13 simplified acquisition procedures to be reported to the FPDS.

The report covers summary contract actions (\$25,000 or less), which the Department reports to the Federal Procurement Data Center (FPDC) on the Standard Form 281 (SF-281). Excluded from reporting are imprest fund, SF-44, and government purchase card purchases. All acquisitions over \$25,000 must be reported to the Treasury Procurement Data System on an Individual Contract Action Report (ICAR), including modifications to the contract. If the original contract is \$25,000 or less, all modifications made to the contract must be reported on the SF-281.

This PIM replaces PIM 96-04 and 97-02 (TPDS reporting Manuals).

\*PIM 91-32 is currently being reviewed and should be retained until a revised PIM is issued.

An electronic file version of the SF-281 will be provided via e-mail to each bureau procurement office for completion at the end of each FY quarter, in accordance with the schedule contained in "Appendix A" of the DTAR. The Office of Procurement in turn submits the Treasury's SF-281 to the FPDS.

The SF-281 form contains an ACCURACY CHECK section. This consists of two sets of five lines that the Lotus spreadsheet generates based on the data entered in lines 3 through 11. If these two sets of five lines do not match, then there is an error in the report. This section was designed into the report to enable you to easily spot errors. While it cannot completely verify the accuracy

of your data, it does highlight mathematical errors. Any report that **"fails"** the accuracy check, must not be forwarded to the Department until errors have been identified and corrected and the accuracy check section is in balance.

If you have questions about these revised SF-281 reporting requirements, please call Lou Masciocchi on (202) 622-6585 (E-mail: [louis.masciocchi@treas.sprint.com](mailto:louis.masciocchi@treas.sprint.com)) or Geoff Gauger on (202) 622-0203 (E-mail: [geoff.gauger@treas.sprint.com](mailto:geoff.gauger@treas.sprint.com)).

Attachments

## SUMMARY CONTRACT ACTIONS REPORT (\$25,000 or Less)

The purpose of the Summary Contract Action Report is to capture data not reported on Individual Contract Action Reports (ICARs) to the Treasury Procurement Data (TPDS).

The Treasury Summary Contract Action Report Spreadsheet has four major sections:

- 1) Lines 1 and 2 for reporting Tariff or Regulated Acquisitions and Contracts for Foreign Government or International Organizations;
- 2) Lines 3 through 12 for reporting various types of purchase and delivery order actions,
- 3) Lines 13 through 20 for reporting socio-economic data;
- 4) An accuracy check section that calculates through embedded formulas the totals reported and checks them against the competition data reported. **REPORTS THAT DO NOT BALANCE IN THE ACCURACY CHECK SECTION OF THE SPREADSHEET WILL NOT BE ACCEPTED BY THE DEPARTMENT. ANY SUCH REPORTS WILL BE RETURNED TO THE BUREAU FOR CORRECTION AND RESUBMISSION.**

The instructions for 281 reporting are divided into general instructions and instructions for each section of the report.

### General Instructions

How to Report:

- ▶ Summary reports of actions \$25,000 or less are to be submitted to the Office of Procurement, Room 1310 G, Suite 400W, Washington, DC 20220. To facilitate reporting, Treasury uses a spreadsheet version of the SF-281 in both Lotus 1-2-3 and MS Excel. The spreadsheet includes the same data as is found on the SF-281. Bureaus are to submit Summary Contract Action Reports via e-mail spreadsheet provided to bureau data coordinators and in hard-copy signed by the Bureau Chief Procurement Officer (BCPO) or designee. Federal Procurement Data Center edits, whenever possible, have been incorporated into the spreadsheet formulas.
- ▶ Report dollars as the net sum of obligated and deobligated dollars during the reporting period, rounded to the nearest whole dollar. Examples:
  - \$9,647.80 rounds to \$9,648
  - \$9,647.30 rounds to \$9,647

### When to Report:

- 1 st quarter report is due at the end of the second week in January
- 2nd quarter report is due at the end of the 2nd week in April
- 3rd quarter report is due at the end of the 2nd week in July
- 4th quarter report is due November 15

### What to Report:

- Purchase orders, blanket purchase agreements and calls, orders against non-Treasury basic ordering agreements, non-Treasury delivery order transactions, orders against Federal Schedule contracts, and modifications that obligate or deobligate dollar amounts of \$25,000 or less during the reporting period that do not meet the ICAR reporting requirement.
- All lines include both new awards and modifications, with the exception of line 12 which is for modifications only.

## **PART I. PRIME CONTRACT ACTIONS OF \$25,000 OR LESS**

Note: Report all actions and net dollars to Federal Prison Industries, i.e., UNICOR, in Part I, Line 7, only.

### **Instructions for Summary Data Lines 1 through 12:**

#### **LINE 1 - TARIFF OR REGULATED ACQUISITIONS**

Report the total actions and net dollars for tariff or regulated industry actions.

#### **LINE 2 - CONTRACTS FOR FOREIGN GOVERNMENTS OR INTERNATIONAL ORGANIZATIONS**

Report the total actions and net dollars for contracts with a foreign government or international organization.

#### **LINE 3 - PURCHASES USING SIMPLIFIED ACQUISITION PROCEDURES**

Report the total actions and net dollars for purchases of \$25,000 or less (including modifications to those purchases) awarded pursuant to the simplified procedures in FAR Part 13, excluding imprest fund transactions, SF-44 purchases, and government purchase card purchases. Micro-purchases awarded using simplified acquisition procedures, other than purchase card buys, should be reported on this line. (See Appendix A for definition of micro-purchases).

#### **LINE 4 - ORDERS - GSA SCHEDULES ONLY**

Report the total actions and net dollars for orders placed under GSA federal schedule contracts.

#### **LINE 5 - ORDERS - OTHER FEDERAL SCHEDULES**

Report the total actions and net dollars for orders placed under federal schedule contracts other than GSA schedules; e.g., Department of Veterans Affairs or the Office of Personnel Management.

#### **LINE 6 - ALL OTHER ORDERS**

Report the total actions and net dollars for orders placed under indefinite delivery contracts (other than federal schedule contracts) and basic ordering agreements. These are orders placed against any non-Treasury IDC. All orders placed against Treasury contracts are to be reported on the ICAR for entry to the Treasury Procurement Data System (TPDS).

#### **LINE 7 - OTHER PROCUREMENT METHODS**

Report the total actions and net dollars for any action reportable on the SF-281, and not falling into any of the categories in lines 1 through 6. This line includes 8(a) contract awards, JWOD Nonprofit Agency awards, and UNICOR awards.

#### **LINE 8 - TOTAL NEW AWARDS AND MODIFICATIONS**

**DO NOT FILL IN THESE LINES.** These lines appear near the end of the SF-281 spreadsheet. The lotus spreadsheet will automatically generate these entries.

#### **LINE 9 - COMPETED**

Report the total actions and net dollars reported in lines 1 through 7 that were competitively awarded, such as:

- Simplified acquisition procedures were used and competition was obtained.
- Competitive procedures were used to fulfill the requirement for full and open competition. (Reference FAR 6.1 )
- Full and open competition was provided for after exclusion of sources, in order to establish/maintain alternative sources, to set-aside a procurement for small business concerns, or 8(a) contract awards. (Reference FAR 6.2)

- Statutory authorities for other than full and open competition were used and more than one offer was received. (Reference FAR 6.3)

**Note:** Any procurement authorized by statute to be awarded to a specified source (e.g. 8(a) or awards for utilities (except telecommunications) are excluded from lines 9(a) through (e) and should be reported in line 11.

#### **LINE 10 - NOT COMPETED**

Report the total actions and net dollars that were not competitively awarded. Those that were not available for competition should be reported in line 11.

#### **LINE 11- NOT AVAILABLE FOR COMPETITION**

Report the total actions and net dollars that were not available for competition, as when the following conditions apply:

- Awards for utilities (except telecommunication services). This **would be** any actions reported in line 1, except any part of line 1 that was for telecommunications.
- Awards to foreign government or international organizations (line 2).
- Brand name commercial products or authorized for resale.
- Procurements authorized or required by statute to be awarded to a designated source.
- Sole source 8(a) contract awards, pursuant to FAR 6.302-5(b)(4).
- Awards with Federal Prison Industries (UNICOR).
- Micro-Purchases (FAR 13.101).
- Other contract actions where the agency has determined that there is no opportunity for competition.

#### **LINE 12 - TOTAL MODIFICATIONS (Excluding Line 3)**

Report the modifications to any items reported above, except for simplified acquisition procedures reported in line 3. Line 12 cannot be calculated from the other lines on the Summary Report.

### **PART II. SELECTED SOCIOECONOMIC STATISTICS**

#### **Instructions for Data Lines 13 through 20**

**Note:** Edits for lines 13 through 20 cannot be embedded into the Lotus 1-2-3 spreadsheet. Therefore, it is particularly important that the preparers of the summary report adhere to these edits in preparing reports. For each of these lines, report only the number of actions in (a) and the total dollars in (b).

Federal Schedule actions, as of 10/01/1998 are to be **included** in data reported in lines 13-20.

**LINE 13 - SMALL BUSINESS SET-ASIDE**

Report the total actions and net dollars for awards made under the small business set-aside or partial small business set-aside programs pursuant to FAR 13.105, 19.502-2, or 19.502-3.

**LINE 14 - SMALL DISADVANTAGED BUSINESS SET-ASIDE**

**Not applicable to Treasury. Field must be zero.**

**LINE 15 - 8(A) CONTRACT AWARD**

Report the total actions and net dollars for awards made under Section 8(a) of the Small Business Act pursuant to FAR 19.8.

**LINE 16 - SMALL BUSINESS**

Report the total actions and net dollars for awards to small-concerns as defined in FAR 19.001. This includes awards to small disadvantaged business concerns and women-owned small business concerns.

**LINE 17 - SMALL DISADVANTAGED BUSINESS**

Report the total actions and net dollars for awards to a small disadvantaged business concern (including an individual who is both socially and economically disadvantaged) as defined in FAR 19.001. This includes all 8(a) concerns which are reported under line 15 above, but excludes minority-owned large business concerns.

**LINE 18 - WOMEN-OWNED SMALL BUSINESS**

Report the total actions and net dollars for awards made to a woman-owned small business as certified in response to FAR 52.219-13.

**LINE 19 - JWOD NONPROFIT AGENCY**

Report the total actions and net dollars for awards to a nonprofit agency employing people who are blind or severely disabled (referred to as JWOD Participating Nonprofit Agency) as defined in FAR 8.7 which implements the Javits-Wagner-O'Day Act (JWOD). JWOD Nonprofit Agency was formerly referred to as a Sheltered Workshop.

**LINE 20 - HBCU/MI**

Report the total actions and net dollars for awards to historically black colleges and universities, or minority institutions. See Appendix A for definitions and Appendix B for a listing of these institutions.



## **EDIT SPECIFICATIONS**

### **PART I. PRIME CONTRACT ACTIONS OF \$25,000 OR LESS**

#### **PROCUREMENT METHOD**

##### **New Awards and Modifications**

<b><u>Line</u></b>	<b><u>Data Element</u></b>	<b><u>Edit Specifications</u></b>
1	Tariff or Regulated Acquisitions	No additional edits are performed
2	Contract for Foreign Government	No additional edits are performed
3	Purchases Using Simplified Acquisition Procedures (FAR 13).	The sum of columns (b) through (e) must equal column (f).
4	Orders - GSA Schedules Only	The sum of columns (b) through (e) must equal column (f).
5	Orders - Other Federal Schedules	The sum of columns (b) through (e) must equal column (f).
6	All Other Orders	The sum of columns (b) through (e) must equal column (f).
7	Other Procurement Methods	The sum of columns (b) through (e) must equal column (f).
8	Total New Awards and Modifications	The sum of lines 1 through 7 in columns (a) and (f) must be equal to line 8 in columns (a) and (f) respectively. In addition, the sum of lines 3 through 7 in columns (b) through (e) must be equal to line 8 in columns (b) through (e) respectively. (Line 8 does not add across).

## **Competition**

<u>Line</u>	<u>Data Element</u>	<u>Edit Specifications</u>
9	Competed	The sum of lines 9, 10, 11, in columns (a) through (f) must equal line 8, in columns (a) through (f) respectively.
10	Not Competed	
11	Not Available for Competition	

## **Modifications**

<u>Line</u>	<u>Data Element</u>	<u>Edit Specifications</u>
12	Total Modifications (Excluding Line 3)	Line 12 m columns (a) and (f) must be less than or equal to line 8, in columns (a) and (f) respectively.

## **PART II. SELECTED SOCIOECONOMIC STATISTICS**

### **Preference Programs**

**Note:** The sum of lines 13 through 15~ in columns (a) and (b), must be less than or equal to line 8, columns (a) and (f) respectively.

<u>Line</u>	<u>Data Element</u>	<u>Edit Specifications</u>
13	Small Business Set-Aside	Line 13(a) must be less than or equal to line 8(a) and line 13(b) must be less than or equal to line 8(b).
14	Small Disadvantaged Business Set-Aside	<b>Not applicable to Treasury.</b>
15	8(a) Contract Award	Line 15(a) must be less than or equal to line 8(a) and 1 5(b) must be less than or equal to line 8(b).

## **Type of Contractor**

<b><u>Line</u></b>	<b><u>Data Element</u></b>	<b><u>Edit Specifications</u></b>
16	Small Business	Line 1 6(a) must be less than or equal to line 8(a), and 16(b) must be less or equal to 8(b).
17	Small Disadvantaged Business	Line 1 7(a) must be less than or equal to line 8(a), and 1 7(b) must be less than or equal to Line 8 (b).
18	Women-Owned Small Business	Line 1 8(a) must be less than or equal to line 8(a), and Small Business 1 8(b) must be less than or equal to line 8(b).
19	JWOD Nonprofit Agency	Line 1 9(a) must be less than or equal to line 8(a) and line 1 9(b) must be less than or equal to line 8(e).
20	HBCU/MI	Line 20(a) must be less than or equal to line 8(a), and 20(b) must be less than or equal to line 8(e).

## **APPENDIX A (GLOSSARY OF DEFINITIONS AND ABBREVIATIONS)**

### **Micro-purchases**

Micro-purchases means an acquisition of supplies or services (except construction), the aggregate amount of which does not exceed \$2,500. Micro-purchases for construction are limited to \$2,000.

### **Historically Black Colleges and Universities/Minority Institutions (HBCU/MI)**

Historically black colleges and universities (HBCU) are defined as any historically black college or university that was established prior to 1964, whose principal mission was, and is, the education of black Americans, and that is accredited by a nationally recognized accrediting agency or association determined by the Secretary of Education to be a reliable authority as to the quality of training offered or is, according to such an agency or association, making reasonable progress toward accreditation.

## **Revisions to the TPDS Reporting Manual**

Changes to the manual include adding data fields mandated by FASA/FARA; adding options to existing data fields; deleting data fields that are obsolete; and, deleting Treasury specific data fields and options that were not utilized.

Documentation consists of the Federal Procurement Data System's (FPDS) Reporting Manual (September 1997), supplemented with Treasury specific information and the TPDS User Manual. Information about FPDS and ordering the manuals are available from the General Service Administration, Office of Government-wide Policy's web site at <http://fpds.gsa.gov/fpds/fpds.htm>. Several parts of the manual contain reporting dates and forms that are applicable to my office only. Treasury specific instructions relating to reporting of SF-281 Summary Contract Actions data and Individual Contract Action Reports (ICARs) are attached. Also attached are Treasury specific data fields, codes and edits.

We have recently updated the TPDS user manual as of January 1999. It provides hands-on instructions on accessing the system; selecting and using various menus; entering, deleting or updating an ICAR; selecting print options; and, selecting standard reports or creating ad hoc reports. Copies of the manual may be obtained from Lou Masciocchi by calling (202) 622-6585 or e-mail ([louis.masciocchi@treas.sprint.com](mailto:louis.masciocchi@treas.sprint.com)) .

## TREASURY SPECIFIC CODES

### Individual Contract Action Report (TD F 70.06.9)

Field: Instruction:

#### 9. Kind of Procurement Action

**Edit: MUST HAVE VALID CODE.**

M - Report this code for a new contract that is an indefinite delivery type contract (IDC), against which delivery or task orders will be issued. (Note: New BOAs will be reported as Y)

Y - Report this code for a new Basic Ordering Agreement (BOA).

14b. Classified

**Edit: MAY NOT BE BLANK. IF EQUALS "Y", THEN FIELDS 12 AND 13 MUST EQUAL 9999. IF EQUALS "N", THEN FIELDS 12 AND 13 MUST NOT EQUAL 9999.**

Enter "Y" if the contract is classified and "N" if it is not. If the contract is classified, the specified fields must be completed as follows:

12 - PSC must equal 9999.

13 - SIC must equal 9999.

15 - Contractor name must equal "Classified," and Contractor address must be blank.

16 - Contractor Identification Code must equal 144091451.

17 - Principal Place of Performance must be equal 1150000.

36 - Contractor's TIN must equal 999999998.

37 - Must be blank

38 - Must be blank.

15b-e. Contractor Street Address, City, State. and Zip Code

**Edit: MUST NOT BE BLANK (EXCEPT IF CODE 14.B EQUALS Y). MUST BE LEFT JUSTIFIED AND CONTAIN SPACES BETWEEN WORDS.**

25 CICA Applicability.

**Edit: MUST HAVE VALID CODE OR MUST BE BLANK IF FIELD 16 IS CODED UNICOR**

**IF EQUALS B, C, OR D, THEN FIELDS 26, 27, AND 28 MUST BE BLANK.**

C - Applies only to Mint Special CICA-Exempt Program.

30. Type Business.

**Edit: MUST HAVE VALID CODE OR MUST BE BLANK IF FIELD 16 IS CODED UNICOR IF EQUALS M, THEN FIELD 17 MUST BE FILLED IN.**

O - Large Minority - Use this code for an award to a business that is minority-owned, but is not a small business.

P - FIRREA WOLB. This field is for use only by the Comptroller of the Currency (OCC) and the Office of Thrift Supervision (OTS). OCC and OTS use this code to indicate an award to a woman-owned large business in accordance with the Financial Institution's Reform, Recovery and Enforcement Act of 1989 (FIRREA) Minority and Women-owned Business Outreach Program.

48a. Value of Contract If All Funds for All Options and All delivery or Task Orders Were Placed.

**Edit: MUST BE WHOLE DOLLARS. MUST BE EQUAL TO OR GREATER THAN THE DOLLAR AMOUNT IN FIELD 10.**

Report the total estimated cost of the overall contract in whole dollars, no cents (round any cents to the nearest whole dollar). If a contract is written subject to availability of funds, or with options to renew for future years, write the total estimated dollars for all years. For an IDC, report the maximum amount set forth in the schedule of the contract.

48b. Estimated Completion Date Including All Option Years

**Edit: MUST BE NUMERIC. MUST BE IN THE FORMAT YYMMDD. MUST BE EQUAL TO OR LATER THAN THE DATE REPORTED IN FIELD 35.**

**MONTH MUST BE 01 THROUGH 12. DAY MUST BE 01 THROUGH 31.**

Report the estimated completion date of the overall contract, including all option years.

48c. Date Requisition Received (Mandatory) \*\*New requirement, see PIM 98-09\*\*

**Edit: MUST BE NUMERIC. MUST BE IN THE FORM YYMMDD. MUST BE A DATE EQUAL OR PRIOR TO THE AWARD DATE IN FIELD 6. MONTH MUST BE 01 THROUGH 12.**

Report the date that the requisition was received in the procurement office, regardless of whether the requisition is sufficient to proceed with the procurement action.

For administrative modifications for which there is no requisition, use the effective date of the modification.

48d. Date Requisition Ready (Mandatory) \*\*New requirement, see PIM 98-09\*\*

**Edit: MUST BE NUMERIC. MUST BE IN FORM YYMMDD. MUST BE A DATE PRIOR TO THE AWARD DATE IN FIELD 6 AND MUST BE PRIOR TO THE COMPLETION DATE IN FIELD 35. MONTH MUST BE 01 THROUGH 12. DAY MUST BE 01 THROUGH 31.**

Report the date that the requisition is deemed ready for procurement action. "Ready" means that funds have been certified and all necessary documentation received from the program office, such as an adequate statement of work Justification for Other Than Full and Open Competition, Delegation of Procurement Authority, etc.

48e Procurement Complexity (Mandatory) \*\*New requirement, see PIM 98-09\*\*

This is a new block that has been added to the ICAR form. Classify each procurement action as low, moderate, or high complexity. Contracting Officers' should consult PIM 98-09 and use discretion and careful analysis, resulting in an informed selection of low, moderate, or high, are required.

50. Branch Code

**Edit: FOR AGENCY 2036 AND TM CONTRACTS THE BRANCH MUST BE SBD. FOR AGENCY 2001, THE BRANCH MUST BE OPS OR FGN. FOR AGENCY 2044 THE BRANCH MUST BE ACQ, ADM, GLD, SPD, CMF, PHL, DEN, SFR OR WPT. IF BRANCH IS SBD, THE AGENCY MUST BE 2036. IF PROCUREMENT OFFICE IS RS001, THEN BRANCH MUST BE PIC, PID, PIE, PCS, POB, POS, PSA, PSB, PSC, PCT, PCM, PTD OR PTS.**

Report the branch code for your bureau. This field is only applicable to IRS, Mint and Departmental Offices.



## REPORTING INSTRUCTIONS

### **When to Report:**

ICAR's must be entered into the TPDS 15 days after contract award date.

### **Error Reports**

Error correction reports are due 20 days after notification from the Office of Procurement.

### **What to Report:**

In addition, to the reportable items listed in the FPDS Handbook, include contract actions that are classified or unfunded, including those made:

- With appropriated funds;
- With non-appropriated funds;
- With revolving, forfeiture, fee, or other types of funds, whether appropriated or nonappropriated;
- With no funds, e.g., basic ordering agreements (BOAs), administrative changes, and no cost time extensions;
- With stock and replenishable funds (e.g. BEP, Mint, and working capital funds);
- Interagency agreements, if handled as a contract action;
- With funds held in trust accounts for foreign governments or procurements for foreign governments regardless of the nature of the funds, such as those for the Saudi Arabian government (foreign governments include international organizations).
- Use the ICAR, TD F 70-06.9 (1/99), to report all contract actions, delivery or task orders against Treasury bureau IDCs and BOAs, including Federal Schedule, over \$25,000. Computer generated forms are acceptable as long as they contain the same information as the TD F 70-06.9 (1/99).
- Use the ICAR to report all modifications to the above reportable contract actions. This includes delivery or task orders against Treasury bureau IDCs or BOAs, regardless of dollar value, including zero dollar actions.